

Lincoln Elementary General Information

August 2011

Elementary School Hours-Doors Open at 7:55

Regular school hours at Lincoln Elementary School are from **8:25-3:00**. Breakfast is available from 7:55-8:20. Students may enter the building after 7:55 a.m. Students are recorded **tardy** if they arrive after **8:25 a.m.** Dismissal is at 3:00. As in the past, staff supervision will be provided during dismissal time.

Morning Drop Off Procedures

All students should be dropped off on 5th Avenue and enter the building by the kindergarten doors (#4).

These doors open at 7:55 a.m. Please **DO NOT** drop children off at Lincoln School before 7:55, as we do not provide supervision until 7:55. Students may enter the cafeteria for breakfast at 7:55. Students may enter their classrooms at 8:05. Students arriving after 8:25 will be recorded as TARDY.

Drop-Off Procedures During the Day

The **MAIN ENTRANCE** doors (marked #1) should be used by students entering the building between 8:25 a.m. and 3:00 p.m. Visitors are asked to use the Main Entrance doors. All other doors will be locked during school hours.

After School Dismissal Procedures

Bus students will be led by teachers to the buses on F Street. Students being picked up by car will be led by teachers to the 5th Avenue entrance. Students walking home will be led by teachers from the 4th and 5th Avenue doors to where the safety patrol students will help students cross the sidewalks.

Back-to-School Conferences & the First Day of School

Elementary Back-to-School Conferences will occur on August 23 from 11:00 a.m. to 7:00 p.m. Parents and students are invited to attend a 15 minute conference with the classroom teacher to help open communication lines and review expectations. Please make every effort to attend the time you signed up for during registration. The first day of classes for **elementary students** will be **Wednesday, August 24.**

Handbooks

Student handbooks will be available at registration and during August conferences. The handbook is also available electronically and can be accessed using the school's website, www.charlescitieschools.org. The handbook serves as a resource and guide for families in regard to school policies and procedures. Please contact the elementary office if additional information is needed.

School Treats

In compliance with new government regulations, the Charles City School District has adopted a Wellness Policy that requires that all food brought into the building to be shared with others must be **prepared in a commercially inspected kitchen or facility** (examples- grocery store, deli, and food in original container as purchased). This means that it is no longer acceptable to bring in homemade treats for birthdays, holidays, and other special occasions. Nutritious snacks are also strongly encouraged.

Visitors, Volunteers, & Lunch

Lincoln Elementary School welcomes visitors and strongly encourages parents to become involved in their child's/children's education. As a courtesy to the classroom teacher, we request that parents contact the school prior to visitation. Visitations should not disrupt the classroom environment but rather be a means to gain knowledge about the school program and to observe your child in the school learning environment. **Visitors wishing to eat school hot lunch with their child should contact the elementary office by 9:30 a.m.** Payment for lunch needs to be in the exact amount and should be given to the cooks when going through the lunch line. The cost for an adult lunch is \$2.75.

Visitor Sign-In and Sign-Out

For your child's safety, all parents, visitors, and volunteers are required to report to the elementary office upon entering the building. All guests are required to sign in and sign out upon arrival and departure. Badges will be issued to those wishing to go to a classroom and/or remain in the building.

Pets

On special occasions, a child is permitted to exhibit a pet in school. Due to safety reasons, the sharing of pets must be approved by the teacher and school principal. Pets must be in a proper cage or container for sharing, unless they are certified and registered by an appropriate organization/agency. The pet must be brought to school and returned home by the parent.

School Calendar and Events

Please use the Lincoln School Calendar and the Friends of Athletics Calendar to keep track of special events and early dismissals. Be sure to listen to the stations listed in the handbook for unscheduled late starts/early dismissals caused by the weather. **Please take time to discuss any alternate dismissal plans with your child.** Preplanning reduces the anxieties that your child may have when unexpected early dismissals occur. Our policy will be to send students home their normal ways, unless otherwise notified. Please communicate with your child's classroom teacher or the elementary office in regard to emergency dismissal plans.

Lincoln Elementary School Contact Information

Phone Number: 641-257-6560

FAX: 641-257-6562

Website: www.charlescitieschools.org